



Job Opportunity

State Controller's Office

Position: Staff Information Systems Analyst (Specialist) | Statewide

Location: Personnel/Payroll Services Division, 21st Century Project
710 Riverpoint Court, Suite 150, West Sacramento, CA 95605

Issue Date: August 18, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Tim Ramsden, (916) 375-6096

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-1312-018

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Manager of the Project Planning Office (PPO), Staff Services Manager II, the incumbent works as a lead to organize and maintain core processes, guidelines, and procedures for the centralized PPO of the 21st Century Project, which replaces the State's Human Resources and Payroll system and has statewide impact. Assignments require an understanding of both technology and business processes of the Controller's Office, as well as Project Management Institute principles of project management. The Project requires a close working relationship with technology and business teams.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties will include, but not be limited to the following:

- Independently and as team member, identify, develop, and implement processes to address project planning, monitoring, management, and control functions; implement best practice processes and techniques for maintenance of project plan; implement quality standards where appropriate; and serve as subject matter expert and lead in dissemination of project management plan policies, procedures, templates, and other shared documentation.
- Provide support to project management regarding risk and issue management; tasks include risk/issue planning, identification, analysis, mitigation/contingency planning, and tracking/monitoring of risks and issues.
- Provide support and report to project management and team regarding status of, but not limited to the following: project plan/schedule; changes to schedule, scope, and budget (e.g., change control); and PO/IV&V reports (e.g., review and track observations and/or deficiencies made and reported).
- May work on special projects, assist with research and/or analyze issues related to the administration of the Personnel 21st Century Project.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Project Management certification;
- Ability to interact with all levels of staff and management;
- Initiative, tact, and diplomacy; and
- Working knowledge of Microsoft Project 2003 Server, Visio, Word, Excel, Outlook, PowerPoint, and Access.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

710 Riverpoint Court, Suite 150

West Sacramento, CA 95605

Attn: Tim Ramsden